

STAFF LAWYER

Temporary Full-Time (18-month assignment)

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

Are you an experienced civil litigator looking for a collaborative, values-driven workplace with collegial teammates and inspiring leaders? Do you desire working with and for a diverse client group with novel and interesting legal issues? The City of Coquitlam is seeking a skilled Staff Lawyer for an 18-month temporary full-time assignment to join our busy in-house legal team. This role is crucial for driving successful litigation outcomes, providing strategic legal advice, and enhancing bylaw enforcement efforts. Reporting to the Assistant City Solicitor, you will be given conduct over various legal proceedings including personal injury and property damage claims, managing external counsel and representing the City in court with relative independence.

Key Responsibilities:

- Conduct the City's defense in various legal proceedings, including court actions and bylaw enforcement cases.
- Make assessments of claim exposure and quantum and manage personal injury and property damage claims.
- Represent the City in court including small claims, CRT and other administrative tribunals.
- Manage and instruct external legal counsel and attend legal proceedings as necessary.
- Provide strategic advice to bylaw enforcement officers and building inspectors.
- Draft court documents and negotiate settlements on behalf of the City.
- Ensure customer service to the various client groups within the City by proactively communicating information; responding to inquiries; and following protocols.
- Review incident reports and advise on proactive risk management strategies.
- Deliver legal advice to City officials and staff on bylaw drafting, contract negotiations and legislative interpretation to ensure compliance and minimize legal risks.

Qualifications:

To qualify, you must hold a law degree from a recognized post-secondary institution and be a practicing member of the Law Society of British Columbia in good standing. A minimum of 5 years of relevant litigation experience is required, preferably in the areas of insurance defence, construction disputes and property damage including appearing in the Supreme Court of BC, the Provincial Court of BC and the Civil Resolution Tribunal.

Experience in use of Microsoft Office software is essential. Experience with enterprise software related to file management is an asset.

Strong client/customer service, judgment, decision-making, file management, interpersonal and communication skills are essential. Knowledge of municipal law is an asset.

What We Offer:

This exempt staff position has an annual salary in the range of \$162,645 to 182,953 (2024 rate). The salary range is based on a variety of factors including qualifications, knowledge, experience and skills.



You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community and engage in a variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers. This job posting will remain open until filled.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.